

CHAPTER 7 – EVIDENCE OF INSURABILITY

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700 Enrollment Through Evidence of Insurability

- A. An eligible employee who does not apply for insurance within 30 days after becoming eligible for insurance coverage may later enroll by providing evidence of insurability satisfactory to MLIC using the *Evidence of Insurability Application* (ET-2305). Employees may only apply for plans offered by their employer. (See the sample form in Subchapter 702.)
- B. Any eligible employee may apply at any time. The application must be submitted to ETF no later than one month after completion, since the medical information can become outdated. All pertinent information must be complete or the application will be returned.
- C. The effective date for coverage approved under evidence of insurability is the first of the month following the date the evidence is approved by MLIC.
- D. Medical proof of insurability, if requested by MLIC, must be furnished at the employee's own expense.
- E. The following criteria must be met for the employee to apply for coverage through evidence of insurability:

For **Basic** coverage, the employee must be:

- a. Actively employed (not on leave or layoff),
- b. Under age 55 on the date ETF receives the application, **and**
- c. Eligible to apply as outlined in Subchapter 400A.

For **Supplemental** coverage, the employee must be:

- a. Actively employed (not on leave or layoff),
- b. Under age 55 on the date ETF receives the application, **and**
- c. Insured for Basic coverage (or is electing Basic on the *Evidence of Insurability* application) (ET-2305).

For **Additional** coverage, the employee must be:

- a. Actively employed (not on leave or layoff),
- b. Under age 70 on the date ETF receives the application, **and**
- c. Have Basic coverage (or is electing Basic on the *Evidence of Insurability* application) (ET-2305).

For **Age 70 and Over Additional** coverage, the employee must be:

- a. Actively employed (not on leave or layoff), **and**
 - b. Age 70 or older.
- NOTE: Basic coverage is not a prerequisite, nor is prior participation in the Additional plan.

For **Spouse and Dependent** coverage, the employee must be:

- a. Actively employed (not on leave or layoff) or on Disability Waiver of Premium,
- b. Under age 70 (age 65 if on Disability Waiver) on the date ETF receives the application, **and**
- c. Insured for Basic coverage (or is electing Basic on the *Evidence of Insurability* application) (ET-2305).

701 Instructions for Completing the Evidence of Insurability Application

A. Employer Responsibilities

1. Review the eligibility criteria outlined above to determine if the employee is eligible to apply for coverage.
2. Provide the employee with a copy of the *Life Insurance Brochure* (ET-2101) that explains the plans and explain the plans he or she may elect. Employees may only apply through *Evidence of Insurability* for plans offered by their employer.
3. Complete the Employer Information section of the application that includes:
 - a. Employer Name.
 - b. Employer Identification Number (EIN 69-036-XXXX-XXX).
 - c. Unit Number.
 - d. Date of Hire at Current Employer.
 - e. WRS Annual Earnings and corresponding actual or estimated box checked.
 - f. Amount of basic insurance if the employee is insured under the Basic Plan.

4. Instruct the employee to:
 - a. Follow the detailed instructions on the first page of the *Evidence of Insurability Application*. Incomplete applications will be returned to the employee for completion, thus delaying processing of the application.
 - b. Complete the form and make a photocopy for his or her records before submitting it to ETF.

NOTE: The employee must submit the application to ETF, no later than one month after completion, since the medical information can become outdated.

B. Report of Action

Both the employee and the employer will receive a *Notification of Underwriting Decisions* (ET-2351) from MLIC showing whether coverage has been approved, declined, or showing the action taken. The notification will also contain the effective date of coverage(s) if applicable. Sample *Notification of Underwriting Decisions* (ET-2351) is shown in Subchapter 703.

702 Evidence of Insurability Application (ET-2305)

WISCONSIN PUBLIC EMPLOYERS GROUP LIFE INSURANCE PROGRAM INSTRUCTIONS FOR COMPLETION OF EVIDENCE OF INSURABILITY APPLICATION

Group Life Insurance
s. 40.70 (6)

Employees who did not enroll during their initial enrollment period, or insured employees who wish to apply for more insurance for themselves or their spouse/dependents, may apply using this Evidence of Insurability form. Active employees who are turning age 70 and do not have Additional coverage, or new employees age 70 or over may apply for Age 70 And Over Additional insurance using this form.

Note: An employee does not need to have Basic coverage to apply for Age 70 and Over Additional coverage. Active employees who already have Additional coverage do not need to apply through evidence of insurability. They may enroll by using the Life Application/Cancellation/Refusal form (ET-2304).

This application must be received by the Department of Employee Trust Funds during the employee's active employment and prior to the date the applicant reaches:

- Age 55 for the Basic and Supplemental plans.
- Age 70 for the Additional and Spouse & Dependent plans.

EMPLOYER:

1. Review the eligibility criteria outlined in the Life Insurance Employer Administration Manual (ET-1117), and the cover sheet of this application.
2. Determine the plan(s) for which the employee may enroll.
3. Complete the Employer Information section of the application.
4. Instruct the employee to complete the form and to make a photocopy for his or her records **BEFORE** submitting to ETF.
5. Minnesota Life Insurance Company will send you a written notice regarding the final outcome of this application.

EMPLOYEE:

1. Your employer must complete the Employer Information section of this application.
2. Review the Plan Booklet (ET-2101) and the cover sheet of this application for information about the plans you wish to apply for.
3. Complete both sides of the application.
4. If you are applying for insurance for yourself:
 - a) complete the boxes for the employee's height, weight, date of birth and sex.
 - b) answer the health questions using the "Employee" check boxes.
5. If you are applying for insurance for your spouse:
 - a) complete the boxes for your spouse's height, weight, date of birth and sex.
 - b) answer the health questions using the "Spouse" check boxes.
6. If you are applying for insurance for your dependent children, answer the health questions using the check boxes for "Dependent Children."
 - If you have more than one dependent child, answer "Yes" if the question can be answered "Yes" for any of your dependent children. If the answer to the question is "No" for all your dependent children, then check "No."
 - On the reverse side of the form, list your children under the section entitled "Complete For Dependent Child(ren) Coverage."
7. If your answer is "Yes" to any of the health questions, please provide details by completing the Health Information section on the reverse side of the form. Applicants are responsible for the cost of medical examination(s), if required.
8. Sign and date the form at the bottom of the front side. Your spouse must also sign the form if applying for Spouse and Dependent Coverage.
9. Make a photocopy of the completed form for your records.
10. Mail the original completed form directly to:
Department of Employee Trust Funds
P.O. Box 7931
Madison, WI 53707-7931

This application must be received by the Department no later than one month from the date signed to ensure medical information is current.

You and your employer will receive a report of action after insurability has been determined.

F. 54666 Rev. 10-2001

ET-2305 (Rev. 10/2001)

702 *Evidence of Insurability Application (ET-2305) Continued*

WISCONSIN PUBLIC EMPLOYERS GROUP LIFE INSURANCE PROGRAM Plan Summary

The Wisconsin Public Employers (WPE) Group Life Insurance program offers employee coverage of up to five times your annual Wisconsin Retirement System (WRS) earnings. All five levels of insurance are available to state employees. The amount of coverage available to local government employees depends on which plans are offered by your employer. The following is a summary of the life insurance coverage that is available.

Coverage Options

The **Basic Plan** provides coverage equal to your earnings reported to the WRS for the previous year, rounded up to the next thousand (W-2 earnings for employees of a qualified private pension employer). Your employer is required to contribute to the cost of this insurance.

The **Supplemental Plan** provides coverage equal to your earnings reported to the WRS for the previous year, rounded up to the next thousand (W-2 earnings for employees of a qualified private pension employer). The state contributes to the cost of this coverage for state employees. Local government employers are not required to contribute.

The **Additional Plan** provides up to three units of coverage. Each unit of coverage equals your earnings reported to the WRS for the previous year, rounded up to the next thousand (W-2 earnings for employees of a qualified private pension employer). Depending on how many levels of coverage are offered by your employer, you may choose 1, 2, or 3 units of Additional coverage. Employer contributions are not required.

The following is an example of how the amount of employee coverage is determined for an employee who chooses Basic, Supplemental and 3 Units of Additional coverage. The employee's previous year WRS-reported earnings are \$33,200. The earnings rounded up to the next thousand equals \$34,000 of coverage. The employee has coverage as follows:

Basic: (1x earnings)	=	\$34,000
Supplemental: (1x earnings)	=	34,000
Additional (3 units): (3x earnings)	=	<u>102,000</u>
Total Amount of Insurance Coverage (5x earnings)	=	\$170,000

Note: Until you have been employed for one full calendar year by your current employer, your coverage will be based on an estimate of your annual earnings.

The **Age 70 and Over Additional Plan** provides up to three units of coverage for active employees over the age of 70. Each unit provides coverage equal to your earnings reported to the WRS for the previous year, rounded up to the next thousand (W-2 earnings for employees of a qualified private pension employer). Depending on how many levels of coverage are offered by your employer, you may choose 1, 2, or 3 units of coverage.

If you are actively employed when you turn age 70, your Basic coverage will reduce to the final post-retirement coverage amount and continue for life with no premiums due. Your supplemental coverage and Spouse and Dependent coverage will cease on your 70th birthday.

Note: To be eligible for Age 70 and Over Additional coverage without providing evidence of insurability, you must be an active employee, have Additional insurance, and apply for Age 70 and Over Additional coverage within 30 days prior to your 70th birthday. If you are not covered by Additional insurance when you turn age 70, but would like to apply for Age 70 and Over Additional, you may apply by submitting an *Evidence of Insurability* application (ET-2305).

The **Spouse and Dependent Plan** provides coverage for your spouse and all dependent(s). If you elect one unit of coverage, your spouse will have \$10,000 in coverage and each dependent (regardless of the number) will have \$5,000 in coverage. If you elect two units, your spouse will have \$20,000 in coverage and each dependent will have \$10,000 in coverage.

Effective Date of Coverage

The effective date for coverage approved under Evidence of Insurability is the first of the month following the date the application is approved by Minnesota Life Insurance Company.

702 Evidence of Insurability Application (ET-2305) Continued

Department of Employee Trust Funds
P.O. Box 7931
Madison, WI 53707-7931

**EVIDENCE OF INSURABILITY APPLICATION
WISCONSIN PUBLIC EMPLOYEES GROUP LIFE INSURANCE PROGRAM
WIS. STATS §40.70(6)**

SUBMIT DIRECTLY TO: Department of Employee Trust Funds

EMPLOYEE INFORMATION				
LAST NAME	FIRST NAME	MIDDLE INITIAL	SOCIAL SECURITY NUMBER	DATE OF BIRTH
STREET ADDRESS			CITY	STATE ZIP CODE

EMPLOYER INFORMATION - To be completed by employer.		
CURRENT EMPLOYER (OR STATE AGENCY)	EMPLOYER IDENTIFICATION NUMBER	UNIT NUMBER
	69 - 036 -	
DATE OF HIRE AT CURRENT EMPLOYER	WRS ANNUAL EARNINGS <input type="checkbox"/> ACTUAL <input type="checkbox"/> ESTIMATED	AMOUNT OF BASIC INSURANCE (IF INSURED)

INSURANCE DESIRED - Check only the plans you are applying for. Basic insurance is a prerequisite to all coverages except Age 70 and Over Additional.

- | | |
|-----------------------------------------------------------------|----------------------------------------------------------------------------|
| <input type="checkbox"/> Basic Plan (1x earnings) | Spouse and Dependent Plan
(check only one box below) |
| <input type="checkbox"/> Supplemental Plan (1x earnings) | <input type="checkbox"/> 1 Unit (Spouse = \$10,000; Dependent = \$5,000) |
| | <input type="checkbox"/> 2 Units (Spouse = \$20,000; Dependent = \$10,000) |
| Additional Plan
(check only one box below) | Age 70 and Over Additional Plan
(check only one box below) |
| <input type="checkbox"/> 1 Unit (1x earnings) | <input type="checkbox"/> 1 Unit (1x earnings) |
| <input type="checkbox"/> 2 Units (2x earnings) | <input type="checkbox"/> 2 Units (2x earnings) |
| <input type="checkbox"/> 3 Units (3x earnings) | <input type="checkbox"/> 3 Units (3x earnings) |

SIGNATURE - Please read and sign below.

Upon approval of this application, I hereby authorize payroll deduction from my earnings. I authorize any physician, medical practitioner, hospital, clinic or other health care provider, insurance company, or employer who has any records or knowledge of me or my physical or mental health, or that of my dependent children, to give such information and any other nonmedical information to Minnesota Life Insurance Company ("Company") or its authorized representative. This shall include information as to my medical history, consultations, diagnosis, prescriptions or treatment, tests, and information as to alcohol, drug abuse or sickle cell disease.

The answers provided on this application are representations of each person signing below. The answers given are true and complete. It is understood that Minnesota Life Insurance Company, (the Company), St. Paul, Minnesota 55101-2098 shall incur no liability because of this application unless and until it is approved by the Company and the first premium is paid while my health and other conditions affecting my insurability are as described in this application. I understand that false or incorrect answers to the above questions may lead to rescission of coverage. If coverage is rescinded, an otherwise valid claim will be denied.

EMPLOYEE SIGNATURE	DAYTIME TELEPHONE NUMBER	DATE SIGNED
X	()	
SPOUSE SIGNATURE (Required if applying for Spouse and Dependent Insurance)	PRINT NAME	
X		
Is your spouse also applying separately as an employee for coverage under this program?	<input type="checkbox"/> YES <input type="checkbox"/> NO	DAYTIME TELEPHONE NUMBER DATE SIGNED
		()

PROVIDE ADDITIONAL HEALTH INFORMATION ON REVERSE SIDE

702 Evidence of Insurability Application (ET-2305) Continued

EMPLOYEE NAME	SOCIAL SECURITY NUMBER
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HEALTH INFORMATION - Provide the following information only for those that apply.

EMPLOYEE				SPOUSE			
HEIGHT	WEIGHT	DATE OF BIRTH	SEX <input type="checkbox"/> M <input type="checkbox"/> F	HEIGHT	WEIGHT	DATE OF BIRTH	SEX <input type="checkbox"/> M <input type="checkbox"/> F

Please answer the following health questions for each person applying for coverage. If your answer to questions 1, 2 or 3 below is "yes", provide details including dates, names and addresses of doctors or hospitals, the reason for the visit or consultation, the diagnosis, and the treatment under Additional Health Information section below.

EMPLOYEE	SPOUSE	DEPENDENT CHILDREN	HEALTH QUESTIONS (Check N/A if you have no spouse or dependent children to insure.)
YES NO N/A <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	YES NO N/A <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	YES NO N/A <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1. During the past three years, have you for any reason consulted a physician(s) or other health care provider(s), or been hospitalized?
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	2. Have you ever had, or been treated for, any of the following: heart, lung, kidney, liver, nervous system, or mental disorder; high blood pressure; stroke; diabetes; cancer or tumor; drug or alcohol abuse including addiction?
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	3. Have you been diagnosed by a member of the medical profession as having AIDS or ARC?

ADDITIONAL HEALTH INFORMATION - Specify by name if information is for employee, spouse or dependent.

NAME	RELATIONSHIP TO EMPLOYEE (self, spouse, dependent)	DATE	NAME AND ADDRESS OF DOCTOR, CLINIC, HOSPITAL	REASON FOR CONSULTATION	DIAGNOSIS AND TREATMENT

COMPLETE FOR DEPENDENT CHILD(REN) COVERAGE - List Oldest to Youngest

CHILD'S NAME	CHILD'S BIRTHDATE	GENDER	CHILD'S NAME	CHILD'S BIRTHDATE	GENDER

REPORT OF ACTION - For Insurance Company Use

BASIC: <input type="checkbox"/> APPR'D <input type="checkbox"/> DECL. <input type="checkbox"/> DECL. INCOM. BY _____	SUPPLEMENTAL: <input type="checkbox"/> APPR'D <input type="checkbox"/> DECL. <input type="checkbox"/> DECL. INCOM. BY _____	SPOUSE AND DEPENDENT: <input type="checkbox"/> 1 UNIT <input type="checkbox"/> 2 UNITS <input type="checkbox"/> APPR'D <input type="checkbox"/> DECL. <input type="checkbox"/> DECL. INCOM. BY _____
ADDITIONAL: <input type="checkbox"/> APPR'D <input type="checkbox"/> DECL. <input type="checkbox"/> DECL. INCOM. BY _____	AGE 70 AND OVER ADDITIONAL: <input type="checkbox"/> APPR'D <input type="checkbox"/> DECL. <input type="checkbox"/> DECL. INCOM. BY _____	TOTAL AMOUNT OF INSURANCE: EMPLOYEE: _____ SPOUSE: _____

F. 54666 Rev. 10-2001

ET-2305 (Rev. 10/2001)

703 Notification of Underwriting Decisions (ET-2351) (Application Approval, Denial, etc.)

NOTIFICATION OF UNDERWRITING DECISION

December 11, 2001

Anytown Community School District
100 Main Street
Anytown, WI 55000

Jane Doe
123 County Road A
Anytown, WI 55000

RE: Wisconsin Public Employers Group Life Insurance Program
Evidence of Insurability Application (ET-2305)
Employee's Social Security Number: 111-11-1111
Employee's DOB: 03-28-1956

Dear Employer:

This letter is in regard to the application on the above employee for life insurance through the Wisconsin Public Employers Group Life Insurance Program.

We completed our review of the employee's application and decisions have been made on the following plans. Please remember this is not a summary of the insurance currently in effect. This is only a summary of the decisions on the recent Evidence of Insurability Application. If no amount is shown below, no request was received for that coverage type.

Basic Insurance – \$56,000 – Approved – 11/07/2001
Supplemental Insurance -
Additional Insurance – \$56,000 – Unit 2 – Approved – 11/07/2001
Over Age 70 Additional Insurance –
Spouse Insurance – \$20,000 – Approved – 11/07/2001
Dependent Insurance - \$10,000 – Approved – 11/07/2001

Please note that the effective date will be the first day of the month following approval.

Due to confidential reasons specific details on any denied coverage types will be explained in a separate letter to the employee.

Thank you for your attention to this matter. If you have questions regarding the decision on the employee's coverage please contact our office by calling 1-800-872-2214. Other questions concerning life insurance may be directed to our Madison office by calling 608-277-8690.

Sincerely,

Diane Mulhollam
Underwriting Team Leader
Group Underwriting Department
Minnesota Life

EMPLOYER'S COPY

ET-2351 (11/2001)